Accelerated SAP	Organization/Area: Title:	BUSINESS PROCESS PROCEDURE	
State of Utah		Payroll Department Report of Quota Corrections	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Leave Quota Corrections.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status:	Issued: 04/10/2003 Revised:

Overview

Trigger:

Agency payroll managers need to review adjustments to leave quota balances.

Business Process Procedure Overview
Quota corrections are used to change leave balances when an error has occurred in a period that is closed to correction, for sick leave bank donations, and to set up a balance for military leave. There is no system approval required to make leave corrections. For this reason, agency management must ensure that a record is maintained of all approved leave corrections and review leave correction reports to assure all leave changes were approved corrections.

This report provides a list of employees with leave balance adjustments, the amount and type of leave adjusted, who made the adjustment, when the adjustment was entered and the reason for the adjustment. Management should review this report to insure all leave adjustments are appropriate. |
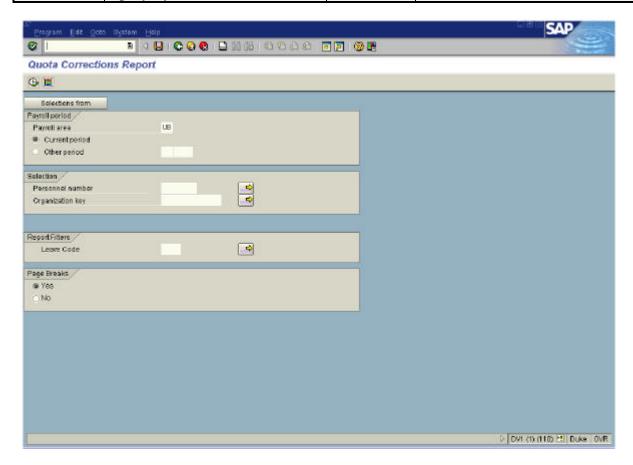
Procedural Steps

1.1.   Access transaction by:

Via Menus	Reports After Time Evaluation > Quota Corrections Report
Via Transaction Code	Z_QUOTA_CORRECTIONS
Via Favorites Menu	Leave Quota Corrections Report

Double click on Quota Corrections Report and the following screen will appear:

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Input – Required Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Leave Code	Codes that identify the type of leave adjusted
Page Breaks	Yes or No

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1.2   Specify the pay period for the Quota Corrections Report. The screen has the selection of current period or other period.

- Current period
  - ➢ Use this option during the week of payday.

- Other period
  - ➢ Use this option during the week of time entry. Type in the pay period and calendar year for which time is being entered.

This report can be run for a prior pay period. It will display anything that has an effective date within the pay period requested.

1.3   The "Personnel number" field may be left blank if using the agency "Organization key". Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.

1.4   The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 org 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys.

1.5   The "Leave Code" field may be used to view only certain types of codes. If nothing is input all of the codes are displayed for the requested employees. Enter multiple codes by clicking on the arrow box to the right of the "Leave Code" field. A box appears that allows entry of multiple individual codes or a range of codes. Each code is listed below with a brief description.
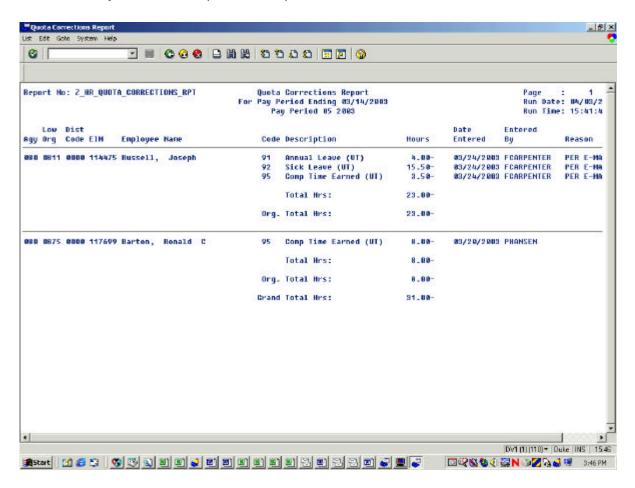
91	Annual Leave	**95**	Comp Time Earned
92	Sick Leave	**96**	Excess Earned
93	Converted Sick Leave		
94	Military Leave		

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1.6   The "Page Breaks" buttons create a page break after each org change or not create any page breaks. The default is Yes, create page breaks.

1.7   Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.

1.8   To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.